

Approved For Release 2006/11/11 : CIA-RDP54-00252A000100030007-8

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive

FROM : Management Officer

SUBJECT: Assessment Staff T/O, Training Division.

DATE: 31 October 1950

1. The Management Staff made a fairly comprehensive study of the Assessment picture of which the design of a report form was only one of several possible objectives. The attached paper with recommendations prepared by the Chief, Training Division, embodies all the more important points that this Staff felt were necessary to the successful operation of the Assessment Staff. Many of the factors agreed to now have long been lacking. The more important of these as set forth in the recommendations are:

- a. Strong supervision by the Training Division and that Assessment remain under some senior supervisor — not as a separate entity.
- b. That the Assessment Staff will phrase their assessments in language easily understood by every user.
- c. That the users will be educated to make clear and comprehensive assessment requests.
- d. That screening be used to the maximum to reduce the Assessment Staff workload to a minimum.

2. Based on the present and known future workload it is apparent that an increase in T/O for Assessment Staff is necessary. However, if the above commitments are carried out the increased T/O should handle the workload adequately and with good results.

Document No. 006

NO CHANGE in Class. ☐DECLASSIFIED ☐

Class. CHANGED TO: TS S

Auth: DDA Memo, 4 Apr 77

Date: 12/8/77 By: 21007

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Attachments: Memoranda re above subject, dated
10/24/50, 10/26/50, and 10/18/50, with enclosures.

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